



The Online Professional Learning and Development (PLD) system

User Guide for PLD Leads

Version 1, first release, 14 February 2020

Contents

Background	3
Purpose	3
Further support	3
Before you start	4
Logging on to the online PLD application system	5
Creating a PLD Proposal	6
Glossary	18

Background

The Ministry of Education funds locally-focused Professional Learning and Development (PLD). Locally-focused PLD aims to build greater equity and excellence for learners in a small number of national priority areas.

It is allocated locally, and the decisions are made by a sector-led regional Area Allocation Panel (AAP). This gives schools, kura, clusters and Kāhui Ako access to PLD that is tailored to their needs.

There are up to four opportunities a year (once a term) for schools, kura, clusters and Kāhui Ako to apply for this funding. Submitted proposals are considered in the next available round by their regional AAP.

Allocations are based on a combination of need, how well the proposal demonstrates a robust inquiry process, and how the PLD requested will contribute to it.

Approved proposals are allocated a set number of hours. Schools, kura, cluster, or Kāhui Ako will use these hours with facilitators from the list of Ministry of Education-endorsed PLD providers. Schools, kura, clusters and Kāhui Ako choose a facilitator (or facilitators) from a pool of over 800 expert facilitators.

Purpose

This user guide is designed to support you, as a PLD lead, when using the online PLD application system. This guide takes you through the functionality available in the first of three releases. A second release is expected on 28 February 2020. A third release is expected on 27 March.

Further support

You will find more information and support on the PLD website: <http://www.capability.education.govt.nz>. Updated resources to help you on your PLD journey will be available throughout February and March 2020.

If you have any remaining queries on using the online PLD system, please contact your Regional Office or email PLD.Enquiries@education.govt.nz. Regional Office contact information is available on the contact us page on the PLD website.

Before you start

Review the proposal questions – they are outlined in this user guide and are also available in the help and user guide page of the PLD website.

To streamline the process, gather all your supporting information, including:

- your strategic planning and reporting documents
- evidence from inquiry, consultation, hui, etc.
- indications of progress to date in your area of focus.

Ensure you have your Education Sector Logon (ESL) to access the online PLD system.

These steps will help you scope your answers and give you a feel for what information is required. Once you have collected your supporting information, your proposal is likely to take between 45 and 60 minutes to complete.

If you create a proposal, you will be the only PLD lead user with editing rights. If you are in a cluster or Kāhui Ako, other schools or kura involved in your proposal can view the proposal while it is in 'draft' mode, but they won't be able to make changes to it.

You can complete your proposal in multiple sessions. All applications are saved to your profile in the online PLD system.

Tip: To collaborate with others on a PLD proposal, you may wish to consider jointly drafting content using the editable Online PLD System Proposal Questions document available on the help and user guides page on the PLD website. Also refer to the quick guide to completing a PLD proposal.

Logging on to the online PLD application system

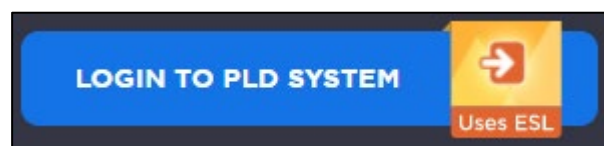
Logging on using ESL

As a PLD lead for a school, kura, cluster or Kāhui Ako you will log on using your Education Sector Logon (ESL).

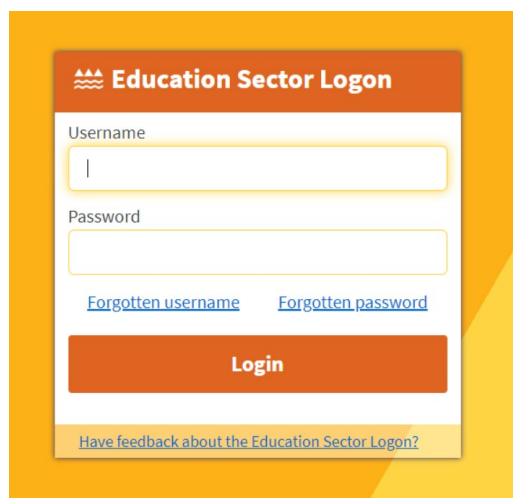
The 'Delegated Authoriser' for your school, kura, cluster, or Kāhui Ako will be able to allocate ESL access to the online PLD system.

Find information on obtaining your ESL and obtaining permission to use the online PLD system here [<http://services.education.govt.nz/education-sector-logon/access/school-sector/>].

- You can access the online PLD system through the PLD website.



- Enter your ESL username and password.

A login form titled 'Education Sector Logon' with a wavy line icon. It has two input fields: 'Username' and 'Password'. Below the password field are two links: 'Forgotten username' and 'Forgotten password'. At the bottom is an orange 'Login' button. A small link at the very bottom says 'Have feedback about the Education Sector Logon?'.

Tip: The online PLD system works best if you use Google Chrome.

Creating a PLD Proposal

Starting your proposal

- Scroll to the bottom of the home page of the online PLD system.
- Select 'Apply – Locally-focused PLD' to begin creating a new proposal.



Introduction screen

- You will see an introduction screen.

Home

Introduction Proposal type National priority Curriculum type Medium Contributors

Ngā mahi māu hei whakaoti i tō tono
Tērā ka tere ake māu te arotake i ngā pātai mō te tono, te kohikohi kōrero (hei tauira: te tūtohunga o tō kura, te mahere rautaki, ētahi atu kōrero rānei whakakī i tētahi tono, ka pupuritia tonutia ō kōrero i a koe e mahi haere ana, ā, ka mau tonu aua kōrero ki reira kia hoki atu koe ki te mahi anō, ā, kia

Konei ētahi o ngā tino pātai ka pātaihia:

- He aha tāu e hiahia nei ki te whakatutuki i roto i tēnei kaupapa PLD? He aha te kaupapa kei te whāia e tō kura, tō rōpū, tō Kāhui Ako rānei e w
- He aha koutou e hiahia nei ki te mahi i tēnei kaupapa PLD? He aha ngā taunakitanga hei tautoko i tēnei haerenga o koutou?
- Me pēhea koutou e mōhio ai kua tutuki pai tēnei kaupapa PLD? Me pēhea ia e whakapiki ai i ō kaiako, kaiārahi kura, tumuaki rānei?
- Me pēhea tēnei kaupapa PLD e whakapiki ai i ō koutou ākongā?

Kātahi ka tukuna tō tono
Ka tirohia tō tono e te Rōpū Tohatoha PLD ā-Rohe ā tērā o ngā huringa. Taihoa pea ka whakapā atu te tari ā-rohe ki a koe mehemea he pātai ā rātou

What you need to complete your proposal:
You may find it faster to review the proposal questions and gather supporting information (for example, your school charter, strategic plan or other e have started a proposal, it will automatically save as you go, and you can complete it in multiple sessions.

Key questions asked as part of your proposal will include:

- Click 'Next' to start adding the content for your new proposal.

In the meantime, your regional office may be in touch if they have any queries in relation to your proposal or require any

eta.

g and how it will be used.

Privacy Act 1993, Information Privacy Principle N03 (Collection of information from subject).

Next

Tip: To return to the previous stage of the proposal process, select the [Previous](#) button.

Create a proposal name

- Under the 'Introduction' tab, give your proposal a name (e.g. school name, date, PLD focus). Use a name that will help you and others clearly identify the proposal in the future.

Home

Introduction Proposal type

Proposal Name ⓘ

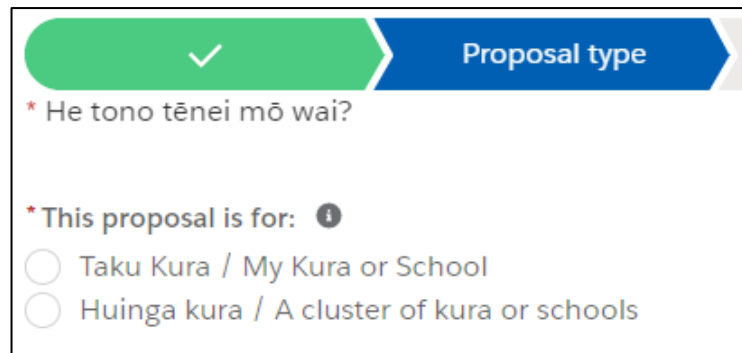
Give your proposal a name that will help you to identify it in the future (eg. School name, date, PLD focus)

Tip: Click on the ⓘ to get help information, as shown in the screenshot above.

- Your proposal will automatically save as you go.
- The active tab is coloured **blue** and, once completed, the tab will become **green** with a tick in it.
- Text boxes have a limit of 2,500 characters including spaces. This is roughly 250 to 350 words.

Who are you applying as?

- Select one of the options.
- If you are creating a proposal for a Kāhui Ako in Term 1, choose the 'cluster' option. A specific Kāhui Ako option (with automatic school and kura details) is being developed for release in late 2020.



✓ Proposal type

* He tono tēnei mō wai?

* This proposal is for: ⓘ

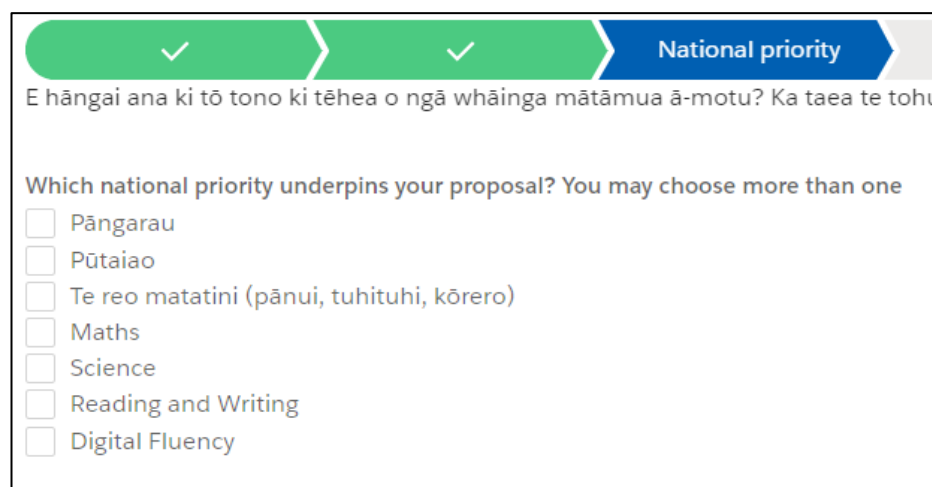
☐ Taku Kura / My Kura or School

☐ Huīnga kura / A cluster of kura or schools

Tip: If you select Kāhui Ako or cluster, you will be asked to select the schools or kura included in the proposal on the summary page at the end. They will not be able to view the proposal unless they have logged in as a user to the PLD online system as a PLD lead.

Which national PLD priority underpins your proposal?

- Choose one or more options to proceed to the next stage. Select from the existing national PLD priorities. From the Term 3 2020 allocation round, you will select from the new PLD priorities.
- You can choose multiple options if your proposal applies to more than one priority.



✓ ✓ National priority

E hāngai ana ki tō tono ki tēhea o ngā whāinga mātāmua ā-motu? Ka taea te tohu

Which national priority underpins your proposal? You may choose more than one

☐ Pāngarau

☐ Pūtaiao

☐ Te reo matatini (pānui, tuhituhi, kōrero)

☐ Maths

☐ Science

☐ Reading and Writing

☐ Digital Fluency

What aspect(s) of your local curriculum will the proposed PLD focus on?

- Choose one option to proceed to the next stage.
- The options shown under the next question will depend on which curriculum option you select.

✓

✓

✓

Curriculum type

* E hāngai ana tō tono ki tēhea marautanga ā-motu? Ka taea te tohu te mea kotahi, neke atu rānei

*What aspect or aspects of your local curriculum will the proposed PLD focus on?

☐ Te Marautanga o Aotearoa

☐ Marautanga Hanumi / Mixed Curriculum or other

☐ New Zealand Curriculum

Me tautuhi mai mēnā he Marautanga Hanumi

Please specify if mixed or other curriculum

Which wāhanga ako or learning area will your proposal focus on?

- Choose one or more options to proceed to the next stage.
- You can choose multiple options if your proposal applies to more than one.

✓

✓

✓

Curriculum type

E arotahi ana tō tono ki tēhea wāhanga ako? Ka taea te tohu te mea kotahi, neke atu rānei

Which wāhanga ako or learning area will your proposal focus on? You may choose more than one

☐ English

☐ The Arts

☐ Health & Physical Education

☐ Learning Languages

☐ Mathematics & Statistics

☐ Science

☐ Social Sciences

☐ Technology

☐ Weaving across the curriculum

What medium(s) do you want support in?

- Choose one or more options to proceed to the next stage.
- You can choose multiple options if your proposal applies to more than one.

The screenshot shows a progress bar with five green steps and a final blue step labeled 'Medium'. Below the bar, the text reads: 'E pā atu ana tō tono ki tēhea o ēnei? Ka taea te tohu te mea kotahi, neke atu rānei'. The main question is 'Which medium do you want support in? You may choose more than one'. There are six checkboxes with the following labels: 'Kura-ā-iwi', 'Kura kaupapa', 'School', 'Rumaki reo', 'Bilingual unit', and 'Kura'.

Which groups contributed to this proposal?

- Select the group(s). If you select 'other', specify in the space provided.
- Please also explain how each group selected has contributed to your proposal in the text box field.

The screenshot shows a progress bar with five green steps and a final blue step labeled 'Contributors'. Below the bar, the text reads: 'Ko tēhea o ēnei rōpū i whai koha ki tō tono?'. The main question is 'Which groups contributed to this proposal?'. There are ten checkboxes with the following labels: 'Ākonga, students', 'Poari Kaitiaki / Board of Trustees', 'Kaiako, teachers', 'He tāngata nō tō mātou huinga / Members of our cluster', 'Kaumātua, iwi, hapū, marae', 'He tāngata nō tō mātou Kāhui Ako / Members of our Kāhui Ako', 'Kaituku PLD / PLD Provider', 'Kaimahi Tari ā-Rohe / Regional Ministry office staff', 'Ngā Kaiārahi Kura, Kāhui Ako rānei / School, kura or Kāhui Ako leadership team', 'Whānau, mātua / Whānau, parents', 'Hapori / Community', and 'Tētahi atu / Other'. Below the checkboxes, there is a section titled 'Tautuhia, mēnā ko tētahi kē atu' with a text box for 'Please specify if other'. Below that, there is a section titled 'Whakamārama mai he pēhea i whai wāhi ai ia rōpū nāu i tautuhi ki tō tono.' with a text box for 'Please explain how each of the groups you selected contributed to your proposal.' and an information icon. A blue callout box points to the information icon and contains the text: 'In 250 words or fewer, outline how consultation has informed your thinking. You could include hui notes, surveys, community consultation evidence, feedback from events, etc.'.

PLD duration

- Select the estimated PLD duration from the drop-down box. The options are 4 Terms, 6 Terms or 8 Terms.
- Enter the **number** of kaiako, teachers, school leaders and tumuaki that will be involved. This field requires a numerical value.
- Enter the **number** of hours you are requesting, using the indicative information provided on estimated facilitator hours.

The screenshot shows a form titled "PLD Length" with a progress bar at the top. The form includes the following fields:

- * Te roa o te wā PLD
- * Estimated PLD duration: A dropdown menu showing "4 Wāhanga - 12 marama / 4 Terms - 12 Months".
- Tokohia ngā kaiako, ngā kaiārahi kura me ngā tumuaki ka whai wāhi ki tēnei kaupapa PLD?
- How many kaiako, teachers, school leaders and tumuaki will participate in this PLD?: A text input field circled in purple.
- Ngā haora i tonohia
- Hours Requested: A text input field circled in orange.

An arrow points from the "Hours Requested" field to a tooltip box containing the following information:

Indicative estimated facilitator hours over one year based on FTE are:

- 1-5 teachers: 50-80
- 6-20 teachers: 70-120
- 21+ teachers: 100-200
- Kāhui Ako/Cluster: 150-500

Opportunity

- Outline what you want to achieve with this PLD.
- Explain the need for this PLD and what evidence you are providing that the PLD will support your growth and journey.

Tip: Supporting documents can be attached on the summary page of your proposal (e.g. pictures, narratives, data/cohort trends, whānau feedback, visuals, whiteboard notes).

The diagram illustrates the flow of information from a form to two summary boxes. The form, titled 'Opportunity', contains two main sections: 'What do you want to achieve with this PLD?' and 'Evidence'. The first section has a text input field, and the second section has a text input field. Arrows indicate that the content from the first section is moved to the top summary box, and the content from the second section is moved to the bottom summary box.

Top Summary Box:

In 250 words or fewer, outline the growth you are trying to achieve and how it fits within your journey – use the same story you would use in your staffroom, leadership meetings or with your whānau.

Form:

Opportunity

He aha tā koutou e whai nei e tutuki ai i tēnei kaupapa PLD? He aha te haerenga o tō kura, tō huinga, tō Kāhui Ako rānei e whai koha atu ai tēnei tono?

What do you want to achieve with this PLD? What journey is your kura, school, cluster or Kāhui Ako on that this proposal will contribute to?

Evidence

He aha koutou e hiahia nei ki te mahi i tēnei kaupapa PLD? He aha rā ngā taunakitanga e whakamahi ana hei tautoko i tō koutou haerenga?

Why do you want to do this PLD? What evidence are you using that this proposal will support your journey?

Bottom Summary Box:

In 250 words or fewer, outline your why and evidence, e.g. data/cohort trends, whānau feedback, student voice, whiteboard notes, mind maps, slides, audio or video clips – the detail in your story.

Proposed outcomes

- This is the final section of the proposal. Use the same story and details you would use in your staffroom or leadership meetings. You will get a chance to review your proposal before submitting it.
- Please use this section to:
 - Explain how you will measure the success of your PLD and how it will contribute to leadership and teaching capability
 - Explain how your PLD will contribute to equitable growth across your ākonga and students.
 - Explain how your proposal will contribute and connect to any other professional learning you are currently undertaking.
 - Describe the level of commitment you will make to this proposal.
 - Explain how your proposal relates to your Kāhui Ako, kura, school's or cluster's goals or achievement challenges.

Proposed Outcomes

Me pēhea koutou e ine ai i ngā mahi o tēnei kaupapa PLD kia mōhio kua puta te ihu? He pēhea ia e whai koha ai ki te whakapiki i ō koutou kaiako, kalārahi kura, tumuaki rānei? He aha ētahi atu pūkenga, tikanga whakaako tino whāhua o rātou?

How will you measure if this PLD is successful? How will it contribute to growing your kaiako, teachers, school leaders or tumuaki? What additional skills or high impact practices will they have?

In 250 words or fewer, briefly outline how you plan to measure the impact of this PLD. What specific contribution will it make to your leadership and teaching capability?

He pēhea e whai koha ai tēnei kaupapa PLD ki te whakapiki i ō koutou ākonga?

How will this PLD contribute to growing your ākonga and students?

In 250 words or fewer, briefly outline how this PLD will contribute to ākonga growth. E.g. Are outcomes equitable across different groups of students? How will this PLD contribute to improving equity?

He pēhea e tūhono ai tēnei tono ki tētahi atu akoranga ngaio kei te kawea e tō huinga, tō kura, tō Kāhui Ako rānei?

How does this proposal connect to other professional learning your cluster, kura, school, or Kāhui Ako is undertaking?

In 250 words or fewer, outline what other PLD activities you are already involved in, e.g. existing PLD allocations, DMIC, DT&HM, Manaiakalani, ALim, ALL.

He pēhea e whai koha ai tō kura, tō Kāhui Ako, tō huinga rānei ki tēnei tono me ōna anō pānga i roto i te huringa o te wā?

How will your school, kura, Kāhui Ako, or cluster contribute to this proposal and its ongoing impact?


In 250 words or fewer, describe the commitment you will make to this proposal. E.g. the number of hours that you/teachers will commit, Teacher Only days, Inquiry Time or budget considerations.

He aha ngā pānga o tēnei tono ki ngā whāinga me ngā wero tutukitanga a tō koutou Kāhui Ako, kura, huinga rānei?

How does your proposal relate to your Kāhui Ako, kura, school's, or cluster's goals or achievement challenges?

In 250 words or fewer, outline how this PLD would support your broader work, including working towards your strategic aims, Charter, annual planning, Achievement Challenge Plan, etc.

Summary page

- You can make any final changes on the summary page before submitting your proposal.
- The summary page shows all the information you have provided in the application process.
- Clicking on the pencil icon  activates editing in this screen if you would like to change any of your answers. You can edit any field with this icon.

Tip: The summary page gives you the chance to edit previous responses before clicking 'submit proposal'. Once your proposal is submitted, it can only be unlocked for editing by your Regional Office.

PROP-##### in the top left corner is your **proposal code**. This is the code that the online PLD system uses to track the proposal you have created.

Follow allows you to receive updates on a proposal.

Submit Proposal sends your PLD proposal to your Regional Office to be reviewed and moderated.

Edit activates a pop-up screen to edit your proposal answers.

Cancel Proposal deletes your draft proposal.

Status allows you to check the current status of your PLD proposal. It will change from 'Draft' to 'Submitted' when you successfully submit it to your Regional Office for consideration.

The image is a screenshot of a web application for submitting a PLD (Professional Learning Development) proposal. The interface is divided into several sections. At the top left, there's a header area with a green icon and the text 'Proposal PROP-001320'. Below this is a blue button labeled 'Manage Schools'. The main content area is split into two columns. The left column contains a form with various fields: 'Proposal Number' (PROP-001320), 'PLD Lead' (Tu PLD Lead), 'Journal' (JR-00001371), 'Region' (Auckland), 'Form Questions' (a list of questions with checkboxes), 'Status' (Draft), 'Proposal Name' (School Group High School Proposal), 'National Priority' (Maths), 'Local Curriculum Focus' (New Zealand Curriculum), 'Mixed Curriculum Specified' (Curriculum Sub Categories), 'Learning languages' (Contributed Other), 'Estimated PLD Duration' (4 Terms), 'How many Kāhau Ako and teachers' (Hours Required), 'Opportunity' (Supporting Evidence), 'Outcomes for Kāhau and Leaders' (Outcomes for ākonga). The right column shows a summary of the proposal, including 'School Groupings (1)', 'Allocations (0)', 'Theories of Change (0)', 'Change Requests (0)', and 'Files (0)'. At the bottom right, there's a section for 'Post', 'Poll', and 'Question' with a 'Share' button. The interface is clean and modern, with a light blue and white color scheme. Arrows point from text boxes to specific elements: 'PROP-#####' points to the proposal number, 'Follow' points to the '+ Follow' button, 'Submit Proposal' points to the 'Submit Proposal' button, 'Edit' points to the 'Edit' button, 'Cancel Proposal' points to the 'Cancel Proposal' button, and 'Status' points to the 'Status' field.

Manage Schools allows you to specify schools or kura included in your cluster or Kāhui Ako proposal.

The **Allocations**, **Theories of Change** and **Change Requests** fields become relevant after the proposal stage if your proposal is successful and you receive PLD hours.

Files allows you to upload relevant information and evidence that supports your proposal.

In **Post** you can message other users who can view your proposal. Please note that these messages are visible to all users who have visibility of your proposal. Use @ person's name to trigger an email to the person you are messaging.

In **Poll** you can present other users who can view your proposal with a question and multiple choice answers to select from.

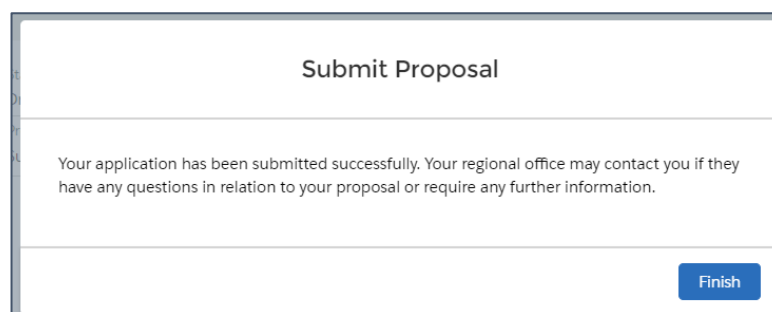
In **Question** you can ask a specific question of another user who can view your proposal.

Tip: Comments in these fields remain available to users who can view this proposal so you don't need to hunt through emails to check responses to a question in relation to this proposal.

- To upload files in the Files section, click on the 'Upload Files' button and follow the prompts. Note that additional files are not compulsory for an application and adding attachments does not increase the chance of receiving approved PLD hours.
- If you wish to add supporting information, a variety of file formats are supported, including Word, PowerPoint, Excel, PDF, JPEG, PNG, AVI, MKV, MP3/MP4, WMV and MOV files. These should be less than 5MB.
- Google docs are not a supported file format and cannot be attached.

Submitting your PLD proposal

- When you are happy with your proposal, select 'submit proposal'.
- The proposal status will change from 'draft' to 'submitted' to show it has been successfully submitted to your Regional Office.
- All fields are mandatory except where a mixed curriculum or other contributors are specified.
- When the proposal has been submitted you will see the below box, which means your proposal is with your Regional Office for consideration by the Regional Area Allocation Panel.



The screenshot shows a confirmation box titled "Submit Proposal". The text inside reads: "Your application has been submitted successfully. Your regional office may contact you if they have any questions in relation to your proposal or require any further information." At the bottom right of the box is a blue button labeled "Finish".

Please note

You will be notified of the outcome of your proposal via the online PLD system.

Updates to the functionality of the PLD online system are expected in late Term 1 2020. As the functionality is updated, the relevant sections of this PLD Lead user guide will be revised.

Functionality updates will enable you to:

- **Choose a facilitator in the online PLD system**
- **Plan your PLD journey in the online PLD system**
- **Report on your PLD journey in the online PLD system**
- **Raise a change request in relation to your PLD in the online PLD system.**

Glossary

Allocation – the split of your approved PLD hours to each chosen facilitator.

Change request – a formal request for a change entered in the online PLD system to reflect a change in conditions for the planned PLD.

Journal – the package related to your PLD, including your proposal, any allocations to facilitators, your plans in relation to your PLD journey and activities for the next six months, milestone reports, and your final report.

Journal code – 8 digit code for each PLD Journal e.g. JR-00000637.

Proposal – your PLD application.

Proposal code – six-digit code for each PLD Proposal e.g. PROP-000387.

Home screen – the screen you see when you log in to the online PLD system via ESL. It has the list of your PLD Journals created in the online PLD system.

Milestone reports – six-monthly reports submitted with progress against the planning for your PLD journey.

Summary page– the final screen you see when you create a proposal or allocate hours to a facilitator. This screen summarises the information you provided and allows you to edit any answers before submitting it.